



DWD Issuance 02-2009

Issued: September 30, 2009

Effective: July 1, 2009

**Subject: WIA Adult and Dislocated Worker Minimum Training Requirement**

1. Purpose: With the increasing number of customers seeking help to up-grade their skill levels in the higher demand job market, the Division is ensuring that sufficient resources are available to support their training efforts. An emphasis on training, which includes a variety of flexible options, will enhance participants' efforts to more readily obtain jobs in a market that increasingly requires more technical skills
2. Background: The large number of individuals seeking employment combined with a substantial number of permanent job loss, has placed a heavy demand to retrain and re-skill people for work. The U.S. Department of Labor, Employment and Training Administration through its Training and Employment Guidance Letter (TEGL) 14-08, presents the intent for the infusion of funds into the WIA Workforce system. It states, "ETA expects states and local areas to fully utilize the additional workforce funding to substantially increase the number of customers served, and to substantially increase the number and proportion of those customers who receive training."
3. Substance: Due to the current economic climate, there is an immediate need to maximize the number of people engaged in a training program. To ensure there are sufficient resources to support training efforts, the Division is requiring at least 50% of the Adult and Dislocated Worker participants served each program year to be enrolled in a training service. This is effective July 1, 2009 and includes participants funded through the American Recovery and Reinvestment Act (ARRA). Training costs may be provided from multiple sources which may include Pell Grants, Vocational Rehabilitation, Trade Act, National Emergency Grants, employer-funded, or other funding sources.

There are a variety of training options available that are not limited to traditional one-to-two year programs. In addition, the Division is emphasizing the use of On-the-Job Training as an effective tool to incentivize business to hire Dislocated and Adult Workers. Training services as defined in the DWD Participant Activity Code definitions, DWD Issuance 03-2000, are as follows:

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- a. Occupational Skills Training, including short-term, accelerated certificate/credentialed training being offered by many community colleges and other providers
- b. On-the-Job Training
- c. Workplace Training and Cooperative Education
- d. Skills Upgrading and retraining
- e. Adult Education and Literacy
- f. Private-Sector Training Programs
- g. Customized Training

Activities that are not considered countable training are “pre-vocational” assistance which includes general job search workshops.

Specific Toolbox2 guidance is being developed and will be provided under separate cover.

- 4. Action: The Division is requiring a 50 percent training enrollment rate for Adult and Dislocated Worker funds (including ARRA) beginning July 1, 2009. Any region that fails to meet the 50 percent requirement may be determined to be ineligible for future supplemental funds.
- 5. Contact: Direct questions or comments regarding this issuance, to Randy Cottrell, Manager, Adult and Youth Programs, (573) 526-8242. E-mail: [Randy.Cottrell@ded.mo.gov](mailto:Randy.Cottrell@ded.mo.gov)
- 6. Reference: Training and Employment Guidance Letter NO.14-08:  
[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2728#content](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2728#content).  
DWD Issuance 03-00 –DWD Participant Activity Code Definitions:  
[https://worksmart.ded.mo.gov/includes/secure\\_file.cfm?ID=6398menuID=6](https://worksmart.ded.mo.gov/includes/secure_file.cfm?ID=6398menuID=6)
- 7. Rescissions: None
- 8. Attachments: None



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